



SNOHOMISH COUNTY SHERIFF'S OFFICE

INTEGRITY · DIGNITY · COMMITMENT · PRIDE

CIVIL UNIT 425-388-3522

ORDER OF SALE / EXECUTION - REAL PROPERTY INTAKE SHEET

DOCUMENTS / INFORMATION NEEDED:

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_____ **ORDER OF SALE / WRIT OF EXECUTION**

Require Original and 3 copies (or need 1 copy for each defendant) of order from Snohomish County Court.

Out of county court must be certified copy and 3 copies
(or need 1 copy for each defendant)

Copy of Order to issue

Copy of the Judgment

Must contain the legal description of the property and the Assessor's tax parcel number for recording. The court order must meet the requirements of RCW 6.17.110.

_____ **LETTER OF INSTRUCTION** - Must include the following:

Location (address) of property to be levied upon.

Address of judgment debtor(s).

Name, Address, phone number of attorney or judgment creditor
contact person or individual filing the papers.

Newspaper for publication. Newspaper of general circulation for Snohomish County
are the Tribune or the Herald.

Redemption period.

Assessor's tax parcel number.

Any special instructions.

_____ **SHERIFF'S ADVANCE FEE**

Check for **\$700.00** - payable to the Snohomish County Sheriff. If property to be published for more than four weeks our advance fee is \$1,000.00